FILING AN OGE 450 REPORT

This guide covers the basic steps for filing, viewing and amending a OGE 450 report in FDM.

Creating a OGE 450 Report

To create a new OGE 450 report:

1.   On the **My Reports** tab, click **Add New Report**.

Getting Started

2.   Review the information on the page and then click **Continue.**

Special Government Employee

3.   Select if you are or are not a Special Government Employee and click **Continue**.

Report Status

4.   Select the appropriate Report Status and click **Continue.**

The following screens vary depending upon the Reporting Status you selected.

  - Annual filers select the year covered by this report.
  - New Entrant filers enter your appointment date.
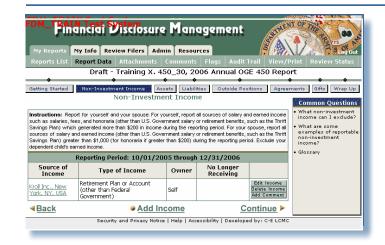
The OGE 450 has two different report statuses:

Annual	Select **Annual** if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Annual Report is due annually, no later than the February 15th following the covered reporting calendar year.
New Entrant	Select **New Entrant** if this is the first time you are filing a disclosure report. The new Entrant report must be filed within 30 days of assuming a new position.

Checkpoint

5.   If you do not have any existing reports in FDM, the Checkpoint page displays a reminder message regarding the date this report is due. Review the information on the screen and then click **Continue.**

Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

6. Select an existing report to pre-populate this report or select Don't Pre-populate and click **Continue**.

7. Review the Due Date, Contact Information pages and Click **Continue**. The Report has a draft Review Status.

Report Data

Information in the Report Data sections relates to the filer, spouse and dependent children. You must click through all sections of the OGE 450 being sure to select **No** even if you do not have any information to disclose for that section.

The process for entering report data is the same no matter what type of information you need to report. For example, on the Non Investment Income page, if you have reportable non-investment income,
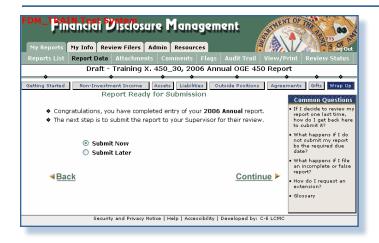
Non-Investment Income

8. Select **Yes** and then click **Continue.**

9. Type the appropriate non-investment income information and click **Save.**

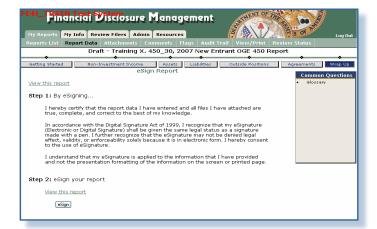**10.** Click **Continue** to move to the next Report Data section.

The following Report Data sections are included in an OGE 450 financial disclosure report.

- Non-Investment Income
- Assets
- Liabilities
- Outside Positions
- Agreements
- Gifts

Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information.

Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it must be provided before the report can be submitted. OGE 450 filers cannot submit a report that has red flags. A yellow flag indicates that information is missing but is not required in order to submit your report.

Reviewing Flags

11. Click **Flags** at any time to review a listing of your Red and Yellow flags.

12. Click **Edit** beside any flagged area to adjust that entry.

13. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

Report Ready for Submission

14. On the Report Ready for Submission page, select **Submit Now** to submit your report for review by your Senior Legal Counsel and Supervisor. Click **Continue**.
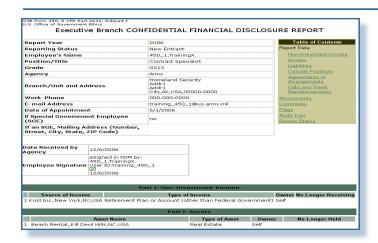
Note: You can also opt to select **Submit Later** if you cannot complete your report at this time.
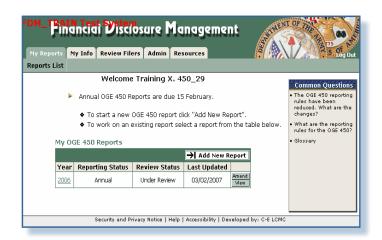
eSigning an OGE 450

15. Click **eSign**. Your report has been submitted.

Note: Click **View this Report** to view and print your report prior to submission.

An e-mail message is sent to your selected reviewers indicating that your report is awaiting their review.

Viewing and Printing Your Report

At any time, you can view and print your financial disclosure report.

1. On the **My Reports | Reports List** page, select the appropriate report.

2. Click **View/Print** and then click **View/Print** again. The financial disclosure report displays in a separate browser window.

Printing a Report

3. Select **File | Print** and then click **Print**

Amending an OGE 450 Report

Amending a report voids your last digital signature on the OGE 450 report. You must digitally sign the OGE 450 report again once your amendments are complete. FDM notifies all the reviewers who completed an initial review of your report prior to this amendment informing them that your OGE 450 report has changed since it was last submitted.

As with drafting or editing your OGE 450 report, you must go to Wrap-Up to complete the amendment process. During Wrap-Up, you must Re-certify your changes and re-sign, either digitally or electronically, your report.

1. On the Reports List Page, click **Amend** beside the appropriate OGE 450 report.

2. Make the appropriate additions/corrections.

3. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

4. Submit and eSign your report.

Comments

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments.

Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed

2. Type the appropriate information and click **Save.**

Adding a Report Comment

1. Click **Comments** in the My Reports submenu. The Comments page displays.

2. Click **Add Report Comment.**

3. Type the appropriate information and click **Save**.